

# Winnebago Flying Club CONSTITUTION

Last revised 11/10/09

## Article I. Organization

The Winnebago Flying Club is a not for profit, non-affiliated flying association, organized on June 1, 2007, and herein referred to as the Club.

## Article II: Purpose

The purpose of this club shall be to provide for its members advancement of flight education and safety and for such other purposes as specifically set out in the articles to follow.

## Article III: Membership

1. There shall be four classes of membership: Associate, Regular, Family and College.
  - a. Regular members have full access to the club aircraft. The initial club membership fee will be \$150, which includes the first month's dues.
  - b. Associate membership is a limited club membership with the following limitations: Associate members shall not be permitted to act as pilot in command of the club's aircraft; shall not have voting privileges, shall not hold a club officer position, shall not pay the initiation fee until regular membership has been approved, and shall pay monthly associate membership dues of \$5 per month. Associate members have first priority for regular membership in the case of a membership waiting list. Associate members are encouraged to attend all club meetings and participate in all club activities.
  - c. Family membership is for families with dependent children under the age of 22 and spouses. All members of the family have access to the club aircraft. Upon reaching their 22<sup>nd</sup> birthday, any dependent children must transfer their memberships to regular or associate membership and pay the appropriate fees, or drop from the flying club. The initial membership fee for each family member is \$225. However, the monthly dues for a family membership are 1.5 times the single membership dues. Any current Regular member wanting to change their membership to a Family membership will be assessed an additional club membership fee of \$75.
  - d. College membership is open to full time students currently enrolled in a college or university. This membership will pay half the regular monthly fee when attending college, and have the same rights and privileges as a regular membership.
2. The Club shall establish the costs associated with each type of membership.
3. A membership application form must be completed and submitted, along with the appropriate membership fees, to the club prior to being considered for membership.
4. Membership in the club will be granted only after being approved by the membership at any regular or special meeting of the club. In the event of objection by any member of the club prior to club action, the club will pass on such application for membership.
5. A member may withdraw from the club upon notification to the Secretary in writing thirty (30) days in advance of the termination date. A member withdrawing from the club forfeits all equity in, or claim to, any assets of the club. A withdrawing member will be held liable for all debts owed the club by that member.
6. Any member who has failed to pay his/her assessment or sum due the Association within fifteen (15) days after said sum(s) shall be due, shall be considered a delinquent member and shall be automatically suspended from flying the Club

- aircraft. When a delinquent member fails to pay his/her assessment, or to pay any sum due the Club, or to make appropriate arrangements for the payment thereof within sixty (60) days of the due date, that member shall automatically be considered as indicating his/her intention to withdraw. Interest of one percent (1%) per month on any unpaid balance may be levied if payment is late.
7. A member may be expelled by a two-thirds vote of the members voting at any regular or special meeting of the club.
  8. Only persons holding a valid regular, family or college membership may perform pilot-in command duties in the club aircraft.
  9. Applicants approved for membership in the club shall be awarded all benefits of membership retroactive to the first day of the month in which the application was received.
  10. A member may change his or her status from Associate Member to Regular or Family Membership no more than once in any 12 month period.
  11. For members that drop out of the club, the fee to rejoin shall be the lesser of the two: The sum of all the monthly dues for the time that the member was absent, or the current new membership cost at the time of application for membership. The board reserves the right to review each individual case for extenuating circumstances. At the board's discretion this fee can be waived or modified. Any former member applying to rejoin the club shall be placed at the end of the waiting list.
  12. Membership limits shall be set by the club. A Family membership will count as 1.5 members. Associate membership shall be unlimited.

#### **Article IV: Meetings**

1. The annual meeting of the club shall be held during the month of December each year, or such time as the club shall determine, for the purpose of the election of club officers, and review of the bylaws. Club nomination for Officers will be held at a prior meeting.
2. Additional meetings of the members may be held at such time or place as the club Officers may determine.
3. A quorum shall consist of three officers of the club and 2 club members.
4. All meetings are open to the membership of the club.
5. The President, or in his/her absence the Vice President, or in his/her absence a club member elected by the members present, shall call the meeting of the members to order, and shall act as the presiding officer thereof.
6. Each membership shall have one vote. Associate members shall not have voting privileges.
7. A majority vote of the eligible members present is necessary for adoption of any resolution, acting on any motion and for the election of any officer of the club.

#### **Article V: Officers**

1. The powers, business, and property of the club shall be conducted and controlled by the officers and members of the club. Officers of the club shall include a President, Vice President, Financial Officer, Maintenance Officer and two Events Coordinators elected from the current membership. The President shall serve as the presiding officer of the club.
2. In the case of a vacancy in the offices of the club, the vacancy may be filled by the President or in his/her absence the Vice President. If there are three or more

vacancies occurring at the same time, they may be filled by vote of the members present at a regular or special meeting.

3. The Officers of the club shall have the power and authority to enforce all rules and regulations pertaining to the use and operation of club property and to do and perform every act which the club may lawfully do and perform.
4. Club Officers shall hold office for two years, with rotating board election. President and Events Coordinators shall be elected in odd numbered years, and Vice President, Financial Officer and Maintenance Officer shall be elected in even numbered years

#### **Article VI: Officer Duties**

##### **1. President.**

- a. The President shall be the executive officer of the club and shall preside at all meetings of the club. He/She may call any special meetings of the club and shall have control and general charge of the business of the club.

##### **2. Vice President/Secretary.**

- a. In the absence of the President, the Vice President shall assume all the rights and duties of the President. The Vice President shall be responsible for taking minutes at each meeting.

##### **3. Financial Officer**

- a. The Financial Officer shall be responsible for ensuring that the club's financial records are maintained in order, and shall provide financial reports to the club in a timely manner, and shall be responsible for collecting members' dues and other financial obligations owed the club.

##### **4. Maintenance Officer**

- a. The Aircraft Maintenance Officer shall be responsible for communicating any maintenance issues to the aircraft owner.
- b. The Aircraft Maintenance Officer shall be the first contact for reporting any maintenance issues with the club aircraft.

##### **5. Events Coordinator (2)**

- a. The events coordinators shall be responsible to coordinate the club's events as defined by the membership.

#### **Article VII: Accident Review Board**

1. An accident review board shall investigate each club aircraft accident or incident.
2. The Accident Review Board will offer to all parties involved in the accident/incident the opportunity to a hearing before the board. After such hearing, or if the hearing is waived, the accident review board shall make a report to the club regarding the responsibility of, and the recommended consequences of, each party involved in the accident/incident.
3. All financial obligations imposed on any member by the club as a result of the recommendation of the accident review board shall be satisfied within thirty days of written notification.
4. The accident review board shall be selected by the President (or a delegated officer of the club) and shall consist of the property owner and a minimum of two uninvolved members of the club.

## **Article IX: Surplus**

1. The net savings or surplus remaining after all operational costs and other expenses have been paid shall remain in the Club's treasury and may be used for such purposes as may be determined by the Club. The net savings or surplus shall not be distributed to the members for their individual use.

## **Article X: Club Rules**

1. Flight Limitations
  - A. Members of the Club shall observe all existing FAA, State, Local Airport, Insurance, and the Club's rules.
    - \*\* Members wishing to act as pilot in command of the club aircraft must provide evidence of a current medical certificate, current flight review, and any other information deemed appropriate by the current insurance carrier or aircraft owner.
  - B. The club aircraft shall not be started without a competent operator at the controls.
  - C. No member of the club shall execute unusual or aerobatic maneuvers in the club aircraft contrary to the operating limitations of the aircraft.
  - D. Operations from locations other than public airports shown on current aeronautical charts will be permitted only upon prior approval.
2. Eligibility
  - A. Any member who has not flown the club aircraft, or another aircraft of the same make and model, within the preceding 60 days shall be required to be properly re-checked in the aircraft.
    - i. The owner of the aircraft or his/her designee may waive this requirement upon prior permission.
  - B. Student pilots may operate the club aircraft only under the direct supervision of their certificated club flight instructor.
  - C. Club flight instructors may not provide flight instruction in the club's aircraft to pilots other than club members.
3. Reservations
  - A. All flying time shall be scheduled in advance by making a reservation on the flight schedule.
  - B. Any member more than 15 minutes late for his/her appointment shall forfeit the remainder of that period to any member so desiring it.
  - C. A cross-country flight involving an absence of more than two (2) nights, or more than one weekend, shall be scheduled only upon approval of the club officers.
  - D. Members who schedule aircraft time and do not use that reservation, and do not cancel the reservation in a timely manner, may be charged for that time.
  - E. Any member shall have a maximum of three active reservations at any given time. Of those three, only one reservation during "Prime Time" may exceed three hours duration. "Prime Time" is defined as that time period between Friday 5:00 pm through Sunday 8:00 pm.
4. Responsibilities
  - A. In all cases, it will be the responsibility of the member using the aircraft to perform a preflight inspection prior to each flight, to service the aircraft at the end of the flight, to sign the fuel and oil receipts (when required), to fill out all items on the flight record book, and to report any malfunctions or

discrepancies to the aircraft Maintenance Officer, and to insure that the aircraft is secured in a tie down position or placed in a hangar.

- B. It is the responsibility of all club members to keep the aircraft interior and exterior clean and orderly.

#### 5. Operational Costs

- A. Members will be charged an hourly operation cost for the aircraft and monthly dues to be determined by the club subject to change with a 30-day notice.
- B. On cross country flights, all fuel and oil bills paid by the member will be credited to the member's account after such receipts are presented. Credit will be given only for receipts received within 60 days of the expense. Members will not be credited for landing fees, airport tolls, marshalling fees, and hangar fees.
- C. Members may be charged for a minimum of 2 hours of flight time per day for reservations exceeding 3 days. (Extended days due to weather or mechanical malfunctions will be exempt.)

#### 6. Violations

- A. Violations of any of the club rules by a member may render him/her liable for a flight suspension, a fine, or both.
  - i. Expulsion from the club may be recommended in the case of a violation of any FAA, State, Local Airport, Insurance, Star Aviation or Club rules.

#### 7. Self Insurance Fund

- A. Included as part of regular membership, all regular members of the Club participate in the Club's supplemental self-insurance fund. This fund provides reimbursement to a club member involved in an accident only for the deductible portion (currently \$1000) of an insurance claim. Participation in this program is mandatory. Annual premiums for this program shall be determined by the Club Officers, and invoiced to each member in January of each year.
- B. All new Regular and Family members will pay the assessed fee to the Self Insurance fund when they join.

#### 8. Mechanical Failure Trip Insurance Fund

- A. The Club has created a fund which partially reimburses regular members of the Club for indirect expenses incurred if/when a mechanical failure of the Club aircraft prevents or delays a return flight to Oshkosh. Expenses for lodging, ground transportation, meals, phone calls, etc. are reimbursable. Limits: \$100 per day / \$200 per occurrence.
- B. All claims made against the mechanical failure trip insurance fund require Club Officers' approval.
- C. The mechanical failure trip insurance fund does not cover indirect expenses resulting from trip delays caused by adverse weather.

#### 9. Amendments

- A. These Bylaws and rules may be repealed, amended or new Bylaws or rules adopted at any meeting of the members called for that purpose, or at any regular meeting, by a majority vote of such members present. The members shall be provided with proposed changes thirty days prior to the vote.

**ALL MEMBERS OF THE WINNEBAGO FLYING CLUB SHALL HAVE THE RESPONSIBILITY TO BE KNOWLEDGEABLE OF, AND SHALL BE EXPECTED TO UPHOLD THESE BYLAWS AND RULES.**

Addendum 1

Aircraft Scheduling Protocols

The objective for these guidelines is to ensure fair and equal access to the airplane for all members of the flying club. The AircraftClubs.com scheduling system is a marvelous tool that works best when all aircraft users are respectful of each other. Thorough and timely communications, along with a spirit of cooperation and collaboration, are essential to make this system work well.

- Reserve the plane for only the length of time you will need it. But allow enough time in the reservation for a thorough preflight inspection and post-flight refueling, cleaning, etc. For a flight of one hour duration, it's appropriate to reserve the airplane for 1-1/2 hours.
- Cancellation of any reservation should be done as soon as possible so that other potential users of the airplane can gain access to the airplane. A phone call to anyone holding a backup reservation is a common courtesy.
- Backup reservations are a good way to gain additional access to the airplane. If the holder of the primary reservation cancels, the AircraftClubs.com scheduling system will automatically send an email message to the holder(s) of a back up reservation to inform them that they now hold the primary reservation.
- If you return the airplane significantly earlier than expected, please revise the end time of your reservation and alert members via email (or phone call if appropriate).
- If weather or mechanical delays prevent you from returning the airplane on time, please call any members who will be affected by the late return.
- The reservation system is set up with the following maximum reservation limits per member: three open reservations, 72 hours per reservation, and 200 hours cumulative total. These parameters are set by the system administrator (Carol Myers) with guidance from the club officers.
- The flying club's officers must approve requests for extended reservations that exceed the normal scheduling parameters. Historically, all such requests have always been approved.

Please be cognizant that there are dozens of pilots all using and sharing the same resource. As a guide to assist you in making the right decisions, ask yourself this question: ***“How smoothly would the flying club operate if every member of the club used the scheduling system exactly the same way I use it?”***

## Addendum 2

### Standard Procedures and Helpful Hints

- When entering the airport property, open the electric gate by entering the code provided. When exiting the gate, a sensor buried in the pavement will automatically open the gate as you approach it with your vehicle.
- Drive around the north end of the hangars to hangar C-5. Please park on the south side of the building. Caution: Do not park where you will block access to another hangar.
- Unlock the hangar door combination lock.
- Move the bar lock to the open position and slide the first hangar door **fully open**, being careful to keep the door in its track.  
**Do not “SLAM”** the door into the wood stop block.
- Unlock the latch (located near the floor) on the second door and slide the second hangar door **fully open**, again **being careful not to “SLAM”** the door into the wood stop block.
- Prior to pulling the airplane out of the hangar, make certain that the aircraft entry door is closed so that the wind cannot catch it and slam it to the open position. There is a risk of damage to the door if this happens.
- Pull the aircraft out of the hangar using the tow bar or with the aid of the battery powered tug. When the left wing is clear of the hangar, turn the nose of the aircraft to a general heading of south. (Point it toward the control tower.) **NEVER PUSH ON THE SPINNER OR PULL THE AIRCRAFT BY THE PROPELLER** (except right next to the prop hub). Position the airplane so it does not obstruct the movement of airplanes to the hangars north of C-5. (In other words, avoid parking the airplane beyond the centerline between the hangar rows.)
- In windy conditions, be especially cautious when opening or closing the aircraft entry doors. If you don't keep a tight grip on the door handle and gently move the door to the full open position, the wind can grab it and slam the door against the stop. Warn your passengers about this risk as well. Remember: **YOU ARE RESPONSIBLE FOR ANY DAMAGE CAUSED BY ONE OF YOUR PASSENGERS.**
- Perform the pre-flight inspection as you were taught, using the pre-flight checklist as a guide. The pre-flight checklist is located in the left sidewall pocket, and should be returned there at the completion of the pre-flight inspection. The small, red gasoline container in the hangar should be used to save the fuel drained from the three sumps.
- Replace the fuel sample tester to its proper storage area in the airplane.
- If you need to add oil, extra quarts of oil, along with a funnel and oil rags, are kept in the hangar. Be certain the funnel is **CLEAN** before using.
- The pilot's seat is height adjustable. Adjust the height prior to getting in the airplane.
- Rear seat passengers should be boarded first. Move the front seats to their full forward position, and then have rear seat passengers enplane. Then move front seats to the aft position and board the front seat occupants. Reverse the process for deplaning.

- A flashlight is mounted in a holder on the floor of the airplane between the pilot's and co-pilot's seats. Also mounted on the floor is a fire extinguisher.
- Turn off the hangar lights and close the hangar doors before flying.
- Do not lay headsets, kneeboards, sunglasses, etc. on top of the glare shield because items of this nature can scratch the inside of the windshield.
- When using the engine primer, turn the primer knob while simultaneously pulling out on the knob. Once the knob is turned so that the locking pin lines up with the mating slot, the primer knob can be pulled out. It works easily when the right technique is applied. Finesse works much better than brute strength. Make certain to lock the primer when finished using.
- The ignition key is marked with a small amount of red paint so pilots can easily distinguish it from the baggage door key.
- When taxiing back to the hangar at the conclusion of your flight, park the airplane so it does not obstruct the movement of airplanes to the hangars north of C-5. (In other words, avoid parking the airplane beyond the centerline between the hangar rows.)
- Remember to **TURN OFF THE GPS RADIO** at the end of your flight so you don't drain the internal batteries. This is a checklist item on the shutdown procedure. **SIMPLY READ AND FOLLOW THE CHECKLIST.**
- Store the operations checklist in the left sidewall pocket near the pilot's left knee.
- Headsets for the front seats should be placed on the hangars installed for such purpose. Headsets for the rear seats should be unplugged and placed on top of the rear seatbacks. Seat belts and shoulder harnesses should be neatly stowed.
- Please move both front seats to the full aft position to make it easier to exit and re-enter the aircraft. This makes it a lot easier to get out and decreases the risk of damage to the aircraft interior.
- Open the hangar doors fully to the stop and **CAREFULLY** push the airplane into the hangar. Do not push on the spinner or the propeller (except right next to the prop hub). The best and easiest way to center the airplane when pushing it back into the hangar is to look over the top of the airplane and align the top of the vertical stabilizer with the red and white tape on the center of the back hangar wall. This assures that the airplane will be centered in the available space and that the wings and horizontal stabilizer will have adequate clearance with the hangar walls. Passengers are usually very eager to help in moving the airplane in and out of the hangar, but as pilot-in-command, you are responsible for giving them proper instructions. Passengers may carefully push on the wing struts. Sometimes the best help passengers can give you is to simply watch for adequate wing tip clearance.
- Be certain to remove from the airplane your personal possessions and any liter at the end of your flight.
- Remove bugs from all leading edges (wings, horizontal and vertical stabilizers, cowling, wheel pants, spinner, and windshield). To avoid scratching the plastic, **DO NOT USE PAPER TOWLING TO CLEAN THE WINDSHIELD.** Use a clean, soft cotton rag and plenty of water.
- If the airplane needs fuel:
  - At the end of your flight, refuel the airplane if the tanks are less than half full. If the tanks are above half full, refueling is optional.
  - The first option is to use the self-service fuel pump located just east of the T-hangars. Follow the instructions on the pump and use the club credit card (stored in the money bag in the glove compartment) to charge the fuel. Place fuel receipts in the bank money bag.



- The second option is to use the aircraft radio to call Orion Flight Service (frequency is 130.52) or Basler Flight Service (frequency is 122.95). Request fuel at hangar C-5. They will send a refueling truck to the hangar and refuel the airplane. The club has a charge account both with Orion and with Basler so no fuel receipt will be issued.
- When refueling at another airport, pay either with cash, your personal credit card, or the club credit card. Save all receipts for reimbursable expenses and submit them to the club Financial Officer who will then credit your flying club account.
- Double check to make sure the magnetos and electrical master switches are off before you leave.
- If you take a soda pop from the refrigerator, please pay for it.
- Please help to keep the hangar clean and orderly.
- Any minor maintenance problems should be recorded in the flight logbook. For maintenance that requires immediate attention, call Eric Abraham (maintenance officer) at 233-3601 (Cell 470-9103).
- No smoking is permitted in the airplane or in the hangar.